

Required Documents for Hiring- Executive, Administrative, Professional (EAP)

All the following documents are required for hiring at Grand Valley State University. All completed documents are required for employee entry into the Banner system. Receipt of all documents with the appointment letter will increase the timeliness of entry into the system and access to the GVSU network. Submitting all paperwork at one time is encouraged and recommended, however, Human Resources can collect the I-9 within the first three working days or at Faculty Orientation. *Documents that are italicized are retrieved from PageUp.*

EAP

- Appointment Letter*
- Resume*
- Official Transcript*
- Application Form/Information Sheet*
- I-9 Form*

12 Month Adjunct EAP

Non PageUp

- Appointment Letter
- Resume
- Official Transcript
- Adjunct AP Information Sheet
- I-9 Form

PageUp

- Appointment Letter*
- Resume*
- Official Transcript*
- Application Form/Information Sheet*
- I-9 Form*

Less than 12 Month Adjunct EAP

- Appointment Letter
- Resume
- Official Transcript (preferred)
- Adjunct AP Information Sheet
- I-9 Form